

*Contract no. 1305*

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**ABSECON BOARD OF EDUCATION**

**AND**

**ABSECON SCHOOL CUSTODIANS**

**1989 - 1992**

## CUSTODIAL AGREEMENT

### PREAMBLE

This agreement entered into this first day of July 1989 by and between the Board of Education of the City of Absecon, in the County of Atlantic, New Jersey, hereinafter called the "Board", and the Absecon custodians, hereinafter called the custodians.

### ARTICLE I

#### RECOGNITION

The Board hereby recognizes the custodians as the exclusive and sole representatives for collective negotiations for all custodians under contract by the Board. The term "custodian", when used hereinafter, shall pertain to all custodial personnel.

### ARTICLE II

#### SALARIES, COMPENSATION, HOURS

- A. Custodians will have a twelve (12) month contract, from July 1 through June 30, in accordance with service credit as set forth in the custodians' salary guide.
- B. The custodian will work an eight (8) hour day as determined by the superintendent, with one-half hour lunch during the eight (8) hour period.
- C. For all hours worked in excess of forty (40) hours per week, the custodian shall be paid time and one-half, providing the superintendent or his designee has given prior approval for the additional work.
- D. For all normal custodial and hourly work in excess of forty (40) hours per week, the custodians shall be compensated in accordance with the appropriate service credit as shown in the attached salary guide.
- E. One custodian will be assigned the responsibility for assisting in the community use of the facilities as scheduled by the superintendent. This custodian will open/close the facility, clean area used by community, and secure all doors prior to leaving the building. The salary for this work will be in accordance with the terms of this Agreement.
- F. The Board agrees to provide hospitalization, major medical coverage, prescription drug plan, and a dental plan for full time employee/dependents. To qualify for these benefits, the employee must work twenty (20) or more hours per week, exclusive of lunch.

- G. A maximum of three custodians will be paid an additional \$250 each, annually, above the salary guide rate when they hold a valid boiler license. The three recipients will be chosen on a first-come first-chosen basis.

### **ARTICLE III**

#### **LEAVE OF ABSENCE/SICK LEAVE**

- A. **Personal Day**  
One day leave of absence for personal, legal, business, household or family matters which require absence during normal working hours. Notification to the administrator shall be given at least 24 hours in advance.
- B. **Death or Bereavement**  
Up to five (5) days at any one time in the event of death of an employee's spouse, child, son or daughter-in-law, parent, grandparents, mother or father-in-law, brother or sister-in-law, and any other member of the immediate household, shall be given.
- C. Other leaves of absence, with or without pay, may be granted by the Board of Education.
- D. **Sick Leave**  
As of July 1 of each year, each custodian employed shall be entitled to one (1) day leave for each month of full or partial contracted service. Unused sick leave shall be accumulated from year to year, with no maximum limit.
- E. **Payment for Unused Sick Leave**  
All full time custodians who have completed fifteen (15) years of continuous service in the Absecon Schools, including any Board approved leave of absence, who retire according to the provisions of the Pension and Annuity Fund (in order to receive immediate benefits, not a "deferred retirement") shall be paid for all accumulated unused sick leave days at the rate of twenty-five dollars (\$25.00) per day for all days in excess of 75 up to a maximum payment of \$3,750 per custodian. Custodians shall notify the Board twelve (12) months in advance of their retirement date, and shall receive such payment within thirty (30) days of their effective retirement date. If such twelve (12) month notice is not given, such payment shall be deferred until one (1) year later. If the employee should die after retirement and prior to receiving such payment, then such payment shall be made to the employee's beneficiary.

## ARTICLE IV

### VACATIONS/HOLIDAYS

- A. Each custodian shall be entitled to ten (10) working days vacation time after each full year of service for the previous year of service. After ten (10) full years of service, a total of fifteen (15) working days will be given.
- B. All vacations shall be scheduled by the administrator responsible for the maintenance program with preference given to seniority.
- C. Holidays - The custodians shall be entitled to the following holidays, annually, unless school is in session:

July 4	New Year's Day
Labor Day	Washington's Birthday
Veteran's Day	Good Friday
Thanksgiving	Easter Monday
Christmas Eve	Memorial Day
Christmas Day	Columbus Day
Martin Luther King Day	

If a holiday is lost because school is in session or falls on a weekend, another day off will be granted in place of the lost holiday which will be scheduled by the superintendent.

**ARTICLE V**

**DURATION OF AGREEMENT**

This agreement shall be effective as of July 1, 1989 and continue in effect until June 30, 1992.

The attached salary guide will be in effect for the period indicated.

\_\_\_\_\_  
CUSTODIAN

\_\_\_\_\_  
ABSECON BOARD OF EDUCATION  
BY ITS PRESIDENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

### CUSTODIAN SALARY GUIDE

<u>LEVEL</u>	<u>1989/90</u>	<u>1990/91</u>	<u>1991/92</u>
1	14,000	14,900	15,900
2	14,500	15,400	16,400
3	15,000	15,900	16,900
4	15,500	16,400	17,400
5	16,000	16,900	17,900
6	16,500	17,400	18,400
7	17,000	17,900	18,900
8	17,500	18,400	19,400
9	18,000	18,900	19,900
10	18,500	19,400	20,400
11	19,000	19,900	20,900
12	19,500	20,400	21,400

1. The above guides will be in effect from July 1, 1989 to June 30, 1992.
2. Increases are not to be automatic. They will be given upon recommendation of the administration and the approval of the Board.
3. Any part-time custodial personnel will be paid at the rate of the beginning step on the salary guide divided by 2,080 hours.
4. Previous salary credit may be given for related experiences.
5. For purposes of overtime payment, the hourly rate will be determined by dividing the annual salary by 2,080 hours.

### HEAD CUSTODIAN SALARY GUIDE

	<u>1989/90</u>	<u>1990/91</u>	<u>1991/92</u>
Salary will be:	26,000	30,000	35,000

Increases are not to be automatic. They will be given upon recommendation of the administration and the approval of the Board of Education.

For purposes of payment for overtime work, the hourly rate will be determined by dividing the base salary by 2,080 hours.

**SALARY GUIDE  
SUPERINTENDENT OF SCHOOLS**

- |    |                 |                |                |                |
|----|-----------------|----------------|----------------|----------------|
| 1. | Salary will be: | <u>1989/90</u> | <u>1990/91</u> | <u>1991/92</u> |
|    |                 | \$59,900       | \$68,800       | \$74,300       |
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2. Professional dues will be paid upon submission of proper receipts.
  3. A maximum of \$1,600 will be allotted for attendance at a national convention.
  4. Superintendent will be employed twelve (12) months, July 1-June 30 with twenty (20) days vacation exclusive of legal holidays.
  5. Superintendent will be reimbursed for unused sick leave as per wording in AEA Contract, Article VII-E.
  6. The Board shall provide a comprehensive health benefits package to all administrators as per AEA Contract, Article XI.
  7. Superintendent will be eligible for twelve (12) sick days per year which shall be accumulated from year to year.
  8. Superintendent shall be entitled to one personal day per year.
  9. It is desirable that the superintendent reside in or in close proximity to Absecon.

**SALARY GUIDE  
SECRETARY TO THE SUPERINTENDENT**

1.   Salary:           1989/90       \$22,400 + \$1,000 stipend\*  
                          1990/91       \$24,500 + \$1,100 stipend\*  
                          1991/92       \$26,750 + \$1,200 stipend\*
2.   The work day will be seven (7) hours per day except during the months of July and August when it will be six and one-half hours per day.
3.   The work calendar will be the school calendar with the following exceptions:  
  
      Commencing with the 1987/88 school year, two (2) days will be added to the work year during the NJEA Convention.
4.   The board shall provide a comprehensive health benefits package to the superintendent's secretary as per A.E.A. Contract, Article XI.

\*The stipend is added to the salary for time involved before and after school hours and on weekends to receive absentee call-ins and calling/assigning substitutes.

**SALARY GUIDE  
BUSINESS ADMINISTRATOR/BOARD SECRETARY**

	<u>1991/92</u>	<u>1992/93</u>
Salary	\$36,000	\$40,000
Sick Days	12	12
Vacation Days	15	15
Holidays	13	13

In addition to the fifteen (15) vacation days, a maximum of five (5) of these days may be carried over into the next year.

**Holidays:** Independence Day, Labor Day, Thanksgiving and the day after, Christmas Eve, Christmas and the day after, New Year's Eve, New Year's Day, Martin Luther King Day, Good Friday, Easter Monday, Memorial Day.

**Health Benefits:** Comprehensive health benefits package to include enrollment in the district's hospitalization and medical insurance program, a prescription drug plan and dental insurance plan equivalent to other employees in the district.

<b><u>Professional Dues:</u></b>	Atlantic County ASBO	ALL
	New Jersey ASBO	ALL
	ASBO International	ALL

**Professional Workshops:** Professional workshops, seminars, or conventions, which may include NSBA or NASBO Conventions once every other year (not to exceed five (5) working days. Convention expenses will be reimbursed to \$1,200, only for those incurred by the business manager with prior approval by the Board.

**Tuition Reimbursement:**

- a. Reimbursement will be at a rate of 80% of tuition cost paid upon completion of course work.
- b. Reimbursement will be for course work taken after January 1, 1991
- c. Reimbursement will be based upon the current tuition rate for New Jersey colleges.
- d. A minimum grade of "B-" must be achieved for and reimbursement.

**SALARY GUIDE  
ADMINISTRATIVE ASSISTANT**

- |            | <u>1989/90</u> | <u>1990/91</u> | <u>1991/92</u> |
|------------|----------------|----------------|----------------|
| 1. Salary: | \$23,900       | \$26,200       | \$28,500       |
2. The work day will be seven (7) hours per day except during the months of July and August when it will be six and one half (6.5) hours per day.
  3. The work calendar will be the school calendar with the following exceptions:  
  
Commencing with the 1987/88 school, two (2) days  
be added to the work year during the NJEA Convention  
or Christmas break  
  
Commencing with the 1988/89 school year, two (2)  
days during the winter or spring break will be work days.
  4. The board shall provide a comprehensive health benefits package to the administrative assistant as per A.E.A. Contract, Article XI.

## SALARY GUIDE PRINCIPALS

1. Salary will be:

	<u>1991/92</u>	<u>1992/93</u>	<u>1993/94</u>
Norman Hirschfeld	\$65,400	\$69,800	\$73,400
Charles Pancoast	\$67,200	\$71,600	\$75,200
2. Professional dues for state and national association will be paid upon submission of valid receipts.
3. A maximum of \$2,000 will be allotted for either/both principals to attend professional meetings approved by the superintendent.
4. Principals shall be employed for the twelve (12) months between July 1 and June 30 of each school year. After one year of satisfactory service, principals will be entitled to receive two (2) weeks vacation. After five years of satisfactory service, principals will be entitled to three (3) weeks of vacation.
5. All principals shall be entitled to twelve (12) days sick leave per year. Unused days of sick leave shall be accumulated from year to year.
6. After ten (10) years service in Absecon, the principals will be eligible for thirty (30) additional sick days at a payment rate of \$100.00 per day. Payment will be made in the event a single major illness causes the principal(s) to exhaust all previously accumulated sick days. The thirty (30) days are not accumulated, nor are they considered part of current sick leave eligibility.
7. Upon retirement, principals with fifteen (15) years or more continuous service in Absecon will be reimbursed \$50 per day for unused sick leave in excess of 75 days as per wording in AEA Contract VII-E, with a maximum of \$8,500 (170) days.
8. Two vacation days may be held over for use during the school year, subject to approval by the superintendent. Any unused vacation days must be used during that school year at the discretion of the superintendent.

9. The Board shall provide a comprehensive health benefits package to all administrators as per A.E.A. Contract, Article XI.
10. The Board of Education shall provide tuition and registration costs for the administrator to take up to three (3) credits per year. Total costs not to exceed \$300.00 per administrator per three (3) credit course. The course taken shall be approved by the superintendent.

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Charles Pancoast, Principals  
H. Ashton Marsh School

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Absecon Board of Education  
by its President

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Norman Hirschfeld, Principal  
Emma C. Attales School

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Absecon Board of Education  
by its Secretary

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Date

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Date

**SALARY GUIDE  
BOARD OFFICE CLERK**

The board office clerk will be paid on the same salary guide as the secretaries as follows:

Yearly salary divided by 220 divided by 7 hours = hourly rate

The board office clerk will receive equivalent of twelve (12) working days sick leave per year. Any unused sick leave may be accumulated. A physician's note is required for five (5) consecutive days of illness, and must be presented to the board secretary prior to returning to work.

**SALARY GUIDE  
FOOD SERVICE DIRECTOR**

	<u>1989/90</u>	<u>1990/91</u>	<u>1991/92</u>
Salary :	\$15,775	\$16,955	\$18,225

1. The Food Service Director will receive the equivalent of ten (10) working days sick leave year. Any unused sick leave may be accumulated. A physician's note is required for five (5) consecutive days of illness, and must be presented the Board Secretary prior to returning to work.
2. The Food Service Director is granted one (1) personal day with prior approval of the Business Manager.
3. The Food Service Director is entitled to hospitalization insurance, dental and prescription plan equivalent to other employees of the district.

**SALARY GUIDE  
HEAD COOK**

	<u>1989/90</u>	<u>1990/91</u>	<u>1991/92</u>
Salary will be:	\$ 7,280	\$ 7,825	\$ 8,415

1. The head cook will receive the equivalent of ten (10) working days sick leave per year. Any unused sick leave may be accumulated. A physician's note is required for five (5) consecutive days of illness, and must be presented to the Board Secretary prior
2. The head cook is granted one (1) personal day with prior approval of the Business Manager.

**SALARY GUIDE  
LUNCHROOM AIDES/CASHIER**

<b>LEVEL</b>	<b><u>1989/90</u></b>	<b><u>1990/91</u></b>	<b><u>1991/92</u></b>
1	4.75	4.95	5.15
2	5.00	5.20	5.40
3	5.25	5.45	5.70
4	5.55	5.80	6.00
5	5.80	6.10	6.35
6	6.20	6.40	6.70
7	6.50	6.95	7.15
8	7.25	7.55	7.85

1. Substitute aides/cashier and new employees will be paid at the beginning level of the guide.
2. Credit for one (1) year will be given for similar experience in cafeteria employment.
3. Lunchroom aides will receive the equivalent of ten (10) working days sick leave per year. Any unused sick leave may be accumulated. A physician's note is required for five (5) consecutive days of illness, and must be presented to the board secretary prior to returning to work.
4. Hospitalization insurance, dental and prescription plan will be available to employees who work more than twenty (20) hours per week on a regular basis.